

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
Fort Sill, Oklahoma 73503-5100

Change No. 1  
USAFACFS Pamphlet  
No. 672-1

28 November 1988

Decorations, Awards, and Honors  
SUPERVISOR'S GUIDE TO CIVILIAN RECOGNITION

USAFACFS Pamphlet 672-1, 12 January 1988, is changed as follows:

1. Page 6. Add 10. after 10d(3)

10.1. ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE

a. The Achievement Medal for Civilian Service (fig 5-1.2) is the fifth highest DA honorary award and consists of a medal, lapel pin, and certificate DA Form 5654. Nominations will normally cover a minimum period of one year of service.

b. Eligibility. This award is used to recognize appropriated and nonappropriated fund employees for noteworthy achievements of a lesser degree than that recognized by the Commander's Award for Civilian Service.

c. DA Form 1256 (fig 5-1.1) is used to submit recommendation for this award. The DA Form 1256 will be accompanied by a one-page justification citing how the employee has achieved this eligibility.

d. Approval Authority. Authority to approve an Achievement Medal for Civilian Service is delegated to major subordinate commanders, major activity directors, and heads special staff sections. This authority may not be further delegated, except that the Assistant Commandant, U.S. Army Field Artillery School, and the Commanding General, III Corps Artillery, may further delegate this authority to commanders, directors, or other officials who report directly to their command level.

e. Processing Procedures.

(1) The organization is responsible for--

(a) Preparing DA Form 1256/Certificate/Justification.

(b) Requisitioning necessary DA Form 1256/Certificates from DOIM Publications Supply Section, 351-3707/3816, and decoration sets from normal supply channels.

(c) Sending one copy of DA Form 1256 and Citation to the Technical Services Branch, DCP and one copy of the DA Form 1256 and Citation to Incentive Awards, Personnel Services Division, DCP.

(2) The Technical Services Branch will file copy in Official Personnel Folder.

(3) The Incentive Awards office will complete and forward reports to higher headquarters.

Page 7. Add 11.1 after 11e(2)(d)

11.1. SUPERIOR CIVILIAN SERVICE AWARD

a. The Superior Civilian Service Award nomination (fig. 7-1.1) is approved by the Commanding General and consists of a medal, lapel pin, and certificate DA Form 5655 (fig 7-1.2) Nominations will normally cover a minimum period of one year of service.

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b. Eligibility. This award is used to recognize appropriated and nonappropriated fund employees for superior service or achievement, or heroism of a lesser degree than that recognized by the Meritorious Civilian Service Award.

c. Nominating Procedures. Refer to USAFACFS Pam 672-1, 12 January 1988, 12b(3)(a thru f) for nominating procedures.

d. Processing Procedures. Refer to USAFACFS Pam 672-1, 12 January 1988, 12d(1-2) for processing procedures.

3. File this change in front of the publication for reference purposes.

(ATZR-XP)

FOR THE COMMANDER:



FRANK L. MILLER, JR.  
Colonel, FA  
Chief of Staff

DISTRIBUTION  
1 ea Mil-Civ Supv of Civ Empl (800)  
ATZR-XP (200)

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
EMPLOYEE'S LAST NAME FIRST NAME MI		SOCIAL SECURITY NO.		3. ORGANIZATION
DOE, JANE R		000-00-0000		NAME OF ORGANIZATION Fort Sill, OK 73503
4. PRESENT POSITION TITLE GRADE AND SALARY			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)	
Clerk-Typist, GS-322-04/05 \$15,016.00			Same	
6. TYPE OF AWARD RECOMMENDED AND JUSTIFICATION				
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.				
a. HONORARY		b. MONETARY		
CERTIFICATE OF ACHIEVEMENT	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	QUALITY INCREASE		DATES FROM: TO:
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	P.A.		DATES FROM: TO:
MERITORIOUS CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	SUSTAINED SUPERIOR PERFORMANCE		DATES FROM: TO:
OTHER (Specify)		SPECIAL ACT OR SERVICE		DATE
X Achievement Medal for Civilian Service				
7. NOMINATING OFFICIALS				
TYPED NAME AND TITLE	EXTENSION NO.	SIGNATURE	DATE	
Immediate Supervisor and Title	351-0000	X	(DATE SIGNED)	
Supervisor/Director and Title	351-0000	X	(DATE SIGNED)	
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE				
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards) List all awards presented in last year. Information should be on employee's record card (SF7) or Official Personnel Folder (201 File). Verified by organization.				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE				
9. <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:			10. <input type="checkbox"/> DISAPPROVED	
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	0	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify)
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED		TANGIBLE MONETARY BENEFITS	<input type="checkbox"/> INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS
\$		\$		\$
11. DATE	TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE	
PART IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY(IES)				
ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
12. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				Type name, title and must be dated with signature of approving official
13. MAJOR COMMAND REVIEW COMMITTEE				
14. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
15. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

DA FORM 1256  
1 OCT 75

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

Figure 5-1.1. Sample of Achievement Medal for Civilian Service Nomination, DA Form 1256



**SAMPLE**

## DEPARTMENT OF THE ARMY

JANE R. DOE

IS PRESENTED THE

### ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE

for outstanding performance while serving as a JOB TITLE at NAME OF SECTION/BRANCH AND ORGANIZATION EMPLOYED WITH, Fort Sill, Oklahoma from 1 October 1987 through 1 October 1988. Ms. Doe contributed many long, arduous hours to assist the understaffed S-2 section in processing a record number of security clearances for the mission accomplishment of assigned personnel. Her competency and exceptional efforts were a tremendous asset to the S-2 section while operating under reduced manpower staffing. Her performance reflects great credit upon herself, Fort Sill, and the Career Federal Service.

\_\_\_\_\_  
(DATE SIGNED)

**SAMPLE**

SIGNATURE

\_\_\_\_\_  
NAME OF APPROVING NOMINATING OFFICIAL  
TITLE

USAFACFS Pam 672-1, CI, 28 Nov 88



INCENTIVE AWARD NOMINATION AND APPROVAL					
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.					
PART I - TO BE COMPLETED BY OP NATING OFFICE					
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI		2. SOCIAL SECURITY NO.		3. ORGANIZATION	
DOE, JANE R.		000-00-0000		NAME OF ORGANIZATION Fort Sill, OK	
4. PRESENT POSITION TITLE GRADE AND SALARY		5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in Item 4)			
Administrative Officer GS-09 \$22,458.00		Same			
6. TYPE OF AWARD RECOMMENDED AND JUSTIFICATION					
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.					
a. HONORARY			b. MONETARY		
CERTIFICATE OF ACHIEVEMENT	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	QUALITY INCREASE		DATES FROM: TO:	
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	P.A.		DATES FROM: TO:	
MERITORIOUS CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	SUSTAINED SUPERIOR PERFORMANCE		DATES FROM: TO:	
OTHER (Specify)		SPECIAL ACT OR SERVICE		DATE	
X Superior Civilian Service Award					
7. NOMINATING OFFICIALS					
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE	DATE	
Immediate Supervisor and Title		351-0000	X	(DATE SIGNED)	
Director's Title		351-0000	X	(DATE SIGNED)	
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE					
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards) List all awards presented in last year. Information should be on employee's record card (SF7) or Official Personnel Folder (201 File). Verified by organization.					
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE					
9. <input checked="" type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:				10. <input type="checkbox"/> DISAPPROVED	
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD	
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify) X Superior Civilian Service Award	
COMPLETE FOR MONETARY AWARDS RECOMMENDED					
AMOUNT RECOMMENDED		TANGIBLE MONETARY BENEFITS		ESTIMATED FIRST YEAR SAVINGS	
\$		\$		\$	
11. DATE		TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE	
(DATE SIGNED)		Chairman,		X	
		TYPED NAME AND TITLE, INC AND COMM			
PART IV - TO BE COMPLETED BY APPROPRIATE AUTHORITY(IES)					
ACTION LEVEL	APPROVED (monetary, indicate amount)	APPROVED (non-monetary)	APPROVED (cash award)	SIGNATURE, TITLE AND DATE	
12. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				Type name, title and must be dated with signature of Commanding General	
13. MAJOR COMMAND REVIEW COMMITTEE					
14. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE					
15. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD					

DA FORM 1256  
1 OCT 75

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 7-1.1. Sample of Superior Civilian Service Award Nomination, DA Form 1256



**SAMPLE**

## DEPARTMENT OF THE ARMY

Jane R. Doe

IS PRESENTED THE

### SUPERIOR CIVILIAN SERVICE AWARD

for superior service while serving as a JOB TITLE at NAME OF SECTION/BRANCH  
AND ORGANIZATION EMPLOYED WITH, Fort Sill, Oklahoma, from 1 October 1987  
through 1 October 1988. Ms. Doe was responsible for SIDPERS Strength  
Transaction timeliness from Fort Sill to higher headquarters exceeding the  
DA standard of seven days and the DA goal of four days. Ms. Doe averaged  
2.4 days and exceeded the DA goal each month for the entire reporting  
period. Ms. Doe's performance on behalf of the soldiers reflects great  
credit upon herself, Fort Sill, and the Career Federal Service.

(DATE SIGNED)

SIGNATURE

NAME OF COMMANDING GENERAL  
TITLE

**SAMPLE**

**DEPARTMENT OF THE ARMY**  
**Headquarters, U.S. Army Field Artillery Center and Fort Sill**  
**Fort Sill, Oklahoma 73503-5100**

# **INCENTIVE AWARDS**

## **SUPERVISOR'S GUIDE TO CIVILIAN RECOGNITION**

**JANUARY 1988**

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
Fort Sill, Oklahoma 73503-5100

USAFACFS Pamphlet  
No. 672-1

12 January 1988

Decorations, Awards, and Honors  
SUPERVISOR'S GUIDE TO CIVILIAN RECOGNITION

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1. PURPOSE.

a. This guide will help you better understand the awards used to recognize employees; serve as a quick reference; and provide information and procedures for preparing nominations for awards most frequently used. Information is based on AR 672-20 and Interim Change I03, 8 July 1987. The intention of the Incentive Awards Program is to reward quality performers and provide them an incentive for continuing to do their jobs at an efficient level.

b. The types of recognition covered are monetary recognition, non-monetary recognition, and length of service.

c. Nominating an employee for an award is a management prerogative. It is also a manager's/supervisor's responsibility to be familiar with the Army Incentive Awards Program.

d. We believe this guide will be helpful to you and serve to dispel some myths about the Army Incentive Awards Program.

e. The proponent office for civilian awards is the Management Employee Relations Branch, Civilian Personnel Office, 351-5259.

2. AUTHORITY AND RESPONSIBILITY

a. Only the immediate supervisor, director, budget officer or other approving authorities should know about the nomination. Any other personnel involved with the nomination should be reminded that it is confidential information. The employee should never be informed about a nomination, as such actions may create serious morale problems if the award is delayed or disapproved. Further, employees who do not know about an award also receive an additional bonus of being surprised when the award is presented.

b. Supervisors should keep a record on employees nominated and presented awards.

3. MONETARY AWARDS. The cash awards are the Quality Step Increase (QSI), Performance Awards (PA) and Special Act (SA).

4. QUALITY STEP INCREASE (QSI).

a. A Quality Step Increase (QSI) consists of an additional within-grade pay increase and a DA Form 2443 given in recognition of exceptional performance (fig 1-1).

b. Eligibility.

(1) Employees in GS grades who receive an Exceptional Civilian Performance Rating are eligible for a QSI. The rating must cover a total of not less than 12 months performance and will accompany the nomination which should be submitted within 30 days after the date the rating was signed by approving official.

(2) A QSI may be granted when the employee is expected to remain at least 60 days, after the effective date, in the same organization in the same or similar position at the same grade level.

(3) An employee may not receive a QSI if the employee has previously received a PA based in whole or in part on the performance currently being recommended for recognition.

c. Nominating Procedures. The employee's immediate supervisor is responsible for initiating the nomination on DA Form 1256 (fig 1). The nomination will also include the Civilian Performance Rating (fig 8) and a 90-word or less Citation (fig 10).

d. Approval Authority. Authority to approve QSIs is delegated to major activity directors, major subordinate commanders, and the Deputy Garrison Commander for special staff sections. This authority may not be further delegated, except that the Assistant Commandant, USAFAS, may further delegate approval authority to the Deputy Assistant Commandant or Secretary, USAFAS. However, the approving official must be at least one level above the level of the nominating official. When the commander is the rating supervisor, higher level review/approval of the award is not required.

Processing Procedures.

(1 The organization is responsible for--

(a) Verifying eligibility.

(b) Preparing DA Form 1256/Civilian Performance Rating/Citation/Certificate.

(c) Requisitioning necessary DA Form 1256/Certificates from DOIM Publications Supply Section, 351-3707/3816.

(d) Sending one copy of DA Form 1256, Civilian Performance Rating, and Citation to the Technical Services Office, CPO and one copy of the same documentation to Incentive Awards, Management Employee Relations Branch, CPO.

(2) The Technical Services Office will--

(a) Type SF Form 50-B, Notification of Personnel Action, and forward payroll copy to Finance and employee copy to organization.

(b) File data in Official Personnel Folder.

(3) The Incentive Awards Office will complete and forward reports to higher headquarters.

5. PERFORMANCE AWARD (PA).

a. A Performance Award (PA) consists of a monetary award and a DA Form 2443 (fig 2-1). It is given in recognition of high-level performance for a specific rating period. (This award replaces the Sustained Superior Performance Award).

b. Eligibility. Only Federal Wage System (WG/WL/WS) and General Schedule (GS) employees with annual performance ratings of exceptional or highly successful are eligible for this award.

Nominating Procedures:

(1) The employee's immediate supervisor is responsible for initiating the nomination on DA Form 1256 (fig 2).

(2) The nomination will accompany the Civilian Performance Rating (fig 8) and should be submitted within 30 days after the date the rating was signed by approving official. Nominations which exceed 30 day period should be fully documented and justified regarding delay. Place the DA Form 1256 on top of the Civilian Performance Rating. The Civilian Performance Rating is the justification for any PA. There is no longer a requirement for a separate justification or any statements.

(3) The supervisor is also responsible for preparing a Citation, (fig 10) that consists of 90 words or less for the DA Form 2443.

d. Amount of Award: PA's amounts are based upon a percentage of annual salary as follows: Highly Successful - 1-3%; Exceptional - Normally 4-7%. Awards of up to 10 percent of salary may be granted to employees whose performance clearly and significantly exceeds the high level of other employees rated exceptional as determined by the approving official.

e. Approval Authority: Authority to approve PA's is delegated to major activity directors, major subordinate commanders, and the DGC for special staff sections. This authority may not be further delegated, except that the Assistant Commandant, USAFAS may further delegate approval authority to the Deputy Assistant Commandant or Secretary, USAFAS. However, the approving official must be at least one level above the level of the nominating official and must be the official responsible for the awards budget of the unit. When the commander is the rating supervisor, higher review/approval of the award is not required.

f Processing Procedures.

(1) The organization is responsible for--

(a) Verifying eligibility

(b) Preparing DA Form 1256/Civilian Performance Rating/Citation/Certificate.

(c) Requisitioning necessary DA Form 1256/Certificates from DOIM Publications Supply Section 351-3707/3816.

(d) Sending one copy of DA Form 1256, Civilian Performance Rating, and Citation to the Technical Services Office, CPO and one copy of the same documentation to Incentive Awards, Management Employee Relations Branch, CPO.

(2) The Technical Services Office will

(a) Type SF-Form 50-B and forward payroll copy to Finance and employee copy to organization.

(b) File data in Official Personnel Folder.

3 The Incentive Awards Office will complete and forward reports to higher headquarters.

6. SPECIAL ACT (SA).

a. The Special Act (SA) consists of a monetary award and DA Form 2443 (fig 3-1). It is given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities.

Eligibility

(1) The act, service, or achievement must result in tangible or intangible benefits to the Government and may involve more than one employee. The amount of the award will be determined using the Tangible/Intangible benefits charts on pages 29 and 30 of this guide.

(2) The SA is appropriate to recognize short term accomplishments, i.e., in a regularly assigned position during a detail; and at the conclusion of a successful special project; or at other times when performance or honorary awards are not appropriate.

(3) This award is also appropriate for recognition of civilian employee ideas or improvements resulting in tangible or intangible benefits that cannot be recognized under the Army suggestion program.

(4) When this award is granted for duties performed within job responsibilities, the act or service must significantly exceed normal expectations and must not have served either wholly or in part as the basis for a previous cash award.

c. Nominating Procedures. An employee's supervisor or any individual having direct knowledge of the act, service, scientific or other achievement, in coordination with the employee's supervisor, may initiate an award nomination within 30 days after it is accomplished. DA Form 1256 (fig 3) will be used to submit recommendations for the award and a one-page Justification (fig 9) and a written Citation (fig 10) will be written describing the act or service accomplished. When the written citation is based on measurable tangible benefits, the supporting data will show in detail how these benefits were computed. Recommendations based on intangible benefits will identify the value of benefits and extent of application appropriate for the achievement to be recognized. Use the Tangible/Intangible Benefits Charts (fig 11 and 12, respectively) .

d. Approval Authority.

(1) Authority to approve SA awards up to and including \$1500 is delegated to major activity directors, major subordinate commanders, and the DGC for special staff sections. This authority may not be further delegated, except that the Assistant Commandant, USAFAS, may further delegate approval authority to the Deputy Assistant Commandant or Secretary, USAFAS. However, the approving official must be at a level higher than the individual who recommended the award.

(2) SA awards from \$1501 - \$5000 will be reviewed and recommended by the Incentive Awards Committee for approval by the CG.

Processing Procedures

(1) The organization is responsible for--

(a) Verifying eligibility.

(b) Preparing DA Form 1256/Justification/Citation/Certificate.

(c) Requisitioning necessary DA Form 1256/Certificates from DOIM Publications Supply Section, 351-3707/3816.

(d) Forwarding awards over \$1500 to Incentive Awards, Management Employee Relations Branch, CPO, for review and recommendation to CG.

(e) Sending one copy of DA Form 1256, Justification, and Citation to the Technical Services Office, CPO and one copy of the same documentation to Incentive Awards, Management Employee Relations Branch, CPO.

(2) The Technical Services Office will--

(a) Type SF Form 50-B forward payroll copy to Finance and employee copy to organization.

(b) File data in Official Personnel Folder.

(3) The Incentive Awards Office will complete and forward reports to higher headquarters.

7. ON-THE-SPOT (OTS).

a. The On The Spot (OTS) is a small Special Act Monetary Award (\$25 to \$250) and DA Form 2443 (fig 4-1) which may be given by a supervisor for day-to-day work site accomplishments. The amount of the award should be based on what was done and the manner in which it was accomplished.

b. Eligibility.

(1) The act, service, or achievement must result in tangible or intangible benefits to the Government and may involve more than one employee.

(2) The OTS is appropriate to recognize short term accomplishments, i.e., in a regularly assigned position during a detail; and at the conclusion of a successful special project; or at other times when performance or honorary awards are not appropriate.

(3) This award is also appropriate for recognition of civilian employee ideas or improvements resulting in tangible or intangible benefits that cannot be recognized under the Army suggestion program.

(4) When this award is granted for duties performed within job responsibilities, the act or service must significantly exceed normal expectations and must not have served either wholly or in part as the basis for a previous cash award.

c. Nominating Procedures. An employee's supervisor or any individual having direct knowledge of the act, service, scientific or other achievement, in coordination with the employee's supervisor, may initiate an award nomination within 30 days after it is accomplished. DA Form 1256 (fig 4) will be used to submit recommendations for award and a written citation (fig 10) will be written describing the act or service accomplished. Indicate on the DA Form 1256 in the Special Act block that the award is an OTS (fig 4). There is no limit as to how many OTS awards may be presented within an organization or to an individual.

d. Approval Authority. Authority to approve OTS awards (\$25 to \$250) is delegated to major activity directors, major subordinate commanders, and the DGC for special staff sections. This authority may not be further delegated, except that the Assistant Commandant, USAFAS, may further delegate approval authority to the Deputy Assistant Commandant or Secretary, USAFAS. However, the approving official must be at a level higher than the individual who recommended the award.

Processing Procedures.

(1) The organization is responsible for--

(a) Verifying eligibility.

(b) Preparing DA Form 1256/Citation/Certificate

(c) Requisitioning necessary DA Form 1256/Certificates from DOIM Publications Supply Section, 351-3707/3816.

(d) Sending one copy of DA Form 1256, and Citation to the Technical Services Office, CPO and one copy of the same documentation to Incentive Awards, Management Employee Relations Branch, CPO.

(2) The Technical Services Office will--

(a) Type SF Form 50-B and forward payroll copy to Finance and employee copy to organization.



(b) File data in Official Personnel Folder

3) The Incentive Awards Office will complete and forward reports to higher headquarters.

8. NON-MONETARY/HONORARY AWARDS. Honorary Awards are essential to a healthy awards program at any organization. These are often overlooked or the supervisors as well as employees may feel that "if there isn't any money involved it's not much of an award." Honorary Awards impact employees in several ways. An employee who is applying for a new position may cite any honorary award he has received. Recognition and respect from peers as well as supervisors is bestowed on an employee when he/she is presented an honorary award. An employee who has worked hard at a high level will be shown that he is appreciated and his work above that which is expected is noticed. Also, honorary awards are not taxable!

EXCEPTIONAL PERFORMANCE.

a. Employees who are rated "Exceptional" on their annual Civilian Performance Rating, DA 5398-R automatically receive this Exceptional Performance Award (fig 8-1). The rating supervisor is responsible for writing a 90-word or less Citation (fig 10).

Submit one copy of the Civilian Performance Rating and Citation to the Technical Services Office, CPO.

10 CERTIFICATE OF ACHIEVEMENT.

a. The Certificate of Achievement (fig 5-1) is appropriate when an employee has accomplished assigned duties in a commendable manner, demonstrated skill and initiative in devising and improving work methods and procedures that result in saving on manpower, time, space, or materials. It is also appropriate when an employee by personal diligence or initiative was directly responsible for meeting mission requirements or special work load projects involving unexpected difficulties and operational demands or has significantly improved employee morale and job performance.

b. DA Form 1256 (fig 5) and a Citation (fig 10) is used to submit recommendation for this award. The justification for this award is the Citation (fig 10) which should be measured against the above criteria and should be 90 words or less. Submit Citation with DA Form 1256. This award may be given at any time, it is not effected by the performance rating period.

c. Approval Authority. Authority to approve a Certificate of Achievement is delegated to major subordinate commanders, major activity directors, and heads of special staff sections. This authority may not be further delegated, except that the Assistant Commandant, US Army Field Artillery School, and the Commanding General, III Corps Artillery, may further delegate this authority to commanders, directors, or other officials who report directly to their command level.

d. Processing Procedures

(1) The organization is responsible for--

(a) Preparing DA Form 1256/Citation/Certificate.

(b) Requisitioning necessary DA Form 1256/Certificates from DOIM Publications Supply Section 351-3707/3816.

(c) Sending one copy of DA Form 1256 and Citation to the Technical Services Office, CPO and one copy of the DA Form 1256 and Citation to Incentive Awards, Management Employee Relations Branch, CPO.

(2) The Technical Services Office will file copy in Official Personnel Folder

(3) The Incentive Awards Office will complete and forward reports to higher headquarters

COMMANDER'S AWARD FOR CIVILIAN SERVICE

a. This award is approved by the Commanding General and consists of a medal, lapel pin, and certificate DA Form 4689 (fig 6-1). Nominations will normally cover a minimum period of one year of service.

b. Eligibility. This award is used to recognize appropriated and nonappropriated fund employees when they have accomplished any of the following criteria:

(1) Performed supervisory or nonsupervisory duties in an outstanding manner, setting an example of achievement for others to follow.

(2) Demonstrated initiative and skill in devising new or improved equipment, work methods and procedures that resulted in considerable savings in manpower, time, space, materials, or other items of expense, or improved safety or health of the work force.

(3) Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.

(4) Rendered professional or public relations service that resulted in considerable favorable publicity in the area in which the activity or installation is located.

(5) Employees who have established a pattern of excellence, as recognized through the previous receipt of one or more honorary or monetary performance awards should be considered for this award.

(6) Retirement, separations, or long periods of service will not constitute a sufficient basis for conferring the Commander's Award.

c. **Nominating Procedures.** Nomination of employee will be presented on DA Form 1256 (fig 6). The employee's immediate supervisor is the first nominating official (part I block 7), the director of the organization in which the employee works is the second nominating official, and the Commanding General is the approving official (part IV line 12). The DA Form 1256 will be accompanied by a one page Justification (fig 9) citing how the employee has achieved this eligibility (see (1)-(4) above); and the supervisor will also prepare a proposed Citation (fig 10) of not more than 70 words highlighting significant achievements.

d. **Approval Authority.** The Commanding General is the approving official.

**Processing Procedures.**

(1) The organization is responsible for--

(a) Preparing DA Form 1256/Justification/Citation.

(b) Sending the original and two copies of DA Form 1256, Justification and Citation to the Management Employee Relations Branch, CPO.

(2) The Management Employee Relations Branch will--

(a) Forward award to Incentive Awards Committee for review and recommendation to CG.

(b) Prepare certificate and DF for CG's signature.

(c) Send medal/lapel pin/certificate to organization.

(d) Complete and forward reports to higher headquarters.

**12. MERITORIOUS CIVILIAN SERVICE AWARD.**

a. This is the second highest DA honorary award and consists of a medal, rosette, and Decoration Meritorious Civilian Service Certificate (fig 7-1). This award is approved by the Commanding General. A nomination will normally cover a minimum period of 1 year of service, except nominations for courage and competence in an emergency. This must be submitted within 6 months after completion of the period to be cited.

**b. Eligibility.**

(1) Eligibility will be determined when the employee--

(a) Accomplished supervisory or nonsupervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve quantity and quality of their work.

(b) Demonstrated initiative and skill in devising new or improved equipment, work methods and procedures that resulted in considerable savings in manpower, time, space, materials, or other items of expense, or improved safety or health of the work force.

(c) Achieved outstanding results in improving the morale and performance of workers.

(d) Exhibited unusual courage or competence in an emergency, resulting in direct benefit to the Government or its personnel.

(e) Rendered professional or public relations service of unique or distinctive character.

(2) Retirement, separation, or long periods of service will not constitute a sufficient basis for conferring the Meritorious Civilian Service Award.

(3) The first page will be a brief biographical sketch that will include the following information: date and place of birth; education and degrees conferred; significant employment record; and type of appointment and grade (fig 7-2). The second page will have a proposed citation (fig 10) for the signature of the Commanding General, highlighting the significance of the nominee's achievements. Additional pages will contain not more than 2,500 words with topical headings as follows:

(a) Summary of achievement. Limit this information to one page. This should be stated in specific terms and include dates of achievement (fig 7-3).

(b) Additional details. In nontechnical language, illustrate how the nominee was personally responsible. This should relate to the achievements listed in (a) above. Be specific as to dates of accomplishment.

(c) Benefits. Cite the specific benefits on improving Government operations or serving the public interest. Describe separately the tangible and intangible benefits.

(d) Personal qualities. Give examples of personal qualities of the nominee that made the achievement possible.

(e) Other awards received. Include a statement describing any other significant awards received.

(f) Published works. List the nominee's published works in science, technology, or the humanities.

(4) An individual who receives the Meritorious Civilian Service Award is eligible for a future grant of the same award if it is based on a different achievement or service performed during a later period and will be recognized by issuance of a laurel leaf cluster.

c. The employee's immediate supervisor and the director of the organization in which the employee works will be the first and second nominating officials (part I block 7, DA Form 1256- fig 7).

d. Processing Procedures.

(1) The organization is responsible for--

(a) Preparing DA Form 1256/Biographical Sketch/Achievements/Justification/Citation.

(b) Sending the original and two copies of DA Form 1256, Biographical Sketch, Achievements/Justification and Citation to the Management Employee Relations Branch, CPO.

(2) The Management Employee Relations Branch will--

(a) Forward award to Incentive Awards Committee for review and recommendation to CG.

(b) Prepare certificate and DF for CG's signature.

(c) Send medal/rosette/certificate to organization.

(d) Complete and forward reports to higher headquarters

e. Additional Honorary Awards. Other honorary awards are listed in the Incentive Awards Regulation AR 672-20, chapter 8.

### 13. CAREER SERVICE RECOGNITION FOR CIVILIAN EMPLOYEES.

a. Career service emblems and certificates will be awarded civilian employees to provide recognition for Career Federal Service.

(1) DA civilian employees who are U.S. citizens and complete 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of satisfactory service will be awarded career service emblems and certificates. Employees who complete 5 years of service will receive a certificate.

(2) Federal civilian and military service will apply toward eligibility for a career service emblem if for one year of that service the person has been a civilian employee.

(3) Organizations determine type and frequency of presentation. Emblems and certificates should be presented promptly during an appropriate ceremony. Emblems recognizing 25 years of service and over is generally presented by top officials of the organization.

(4) Certificates and emblems for 10, and 15 years of service will be embossed in bronze; 20- and 25-year certificates will be embossed in silver; and 30-, 35-, 40-, 45-, 50-year certificates will be gold embossed.

b. Processing Procedures.

(1) The Technical Services Office will obtain length-of-service printout from DOIM

(2) The Management Employee Relations Branch will--

(a) Type certificate.

(b) Send certificates and emblems to organization.

INCENTIVE AWARD NOMINATION AND APPROVAL					
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.					
PART I - TO BE COMPLETED BY OPERATING OFFICE					
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI		2. SOCIAL SECURITY NO.		3. ORGANIZATION	
DOE, JANE R.		000-00-0000		NAME OF ORGANIZATION Fort Sill, OK 73503	
4. PRESENT POSITION TITLE GRADE AND SALARY			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in Item 4)		
Clerk Typist, GS-322-04/05 \$15,016.00			Same		
6. TYPE OF AWARD RECOMMENDED AND JUSTIFICATION					
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.					
a. HONORARY			b. MONETARY		
CERTIFICATE OF ACHIEVEMENT		DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		QUALITY INCREASE	DATES
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE		DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD		TO: GS-322-04/06 \$15,458.00 P.A.	FROM: 15OCT86 TO: 14OCT87
MERITORIOUS CIVILIAN SERVICE AWARD		PRESIDENTIAL AWARD		SUSTAINED SUPERIOR PERFORMANCE	DATES
OTHER (Specify)					FROM: TO:
				SPECIAL ACT OR SERVICE	DATE
7. NOMINATING OFFICIALS					
TYPED NAME AND TITLE		EXTENSION NO.		SIGNATURE	
Immediate Supervisor and Title		351-0000		X (DATE SIGNED)	
Supervisor/Director and Title		351-0000		X (DATE SIGNED)	
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE					
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards) List all awards presented in last year. Information should be on employee's record card (SF 7) or Official Personnel Folder (201 File). Verified by Organization.					
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE					
9. <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:				10. <input type="checkbox"/> DISAPPROVED	
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD	
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify)	
COMPLETE FOR MONETARY AWARDS RECOMMENDED					
AMOUNT RECOMMENDED		TANGIBLE MONETARY BENEFITS		ESTIMATED FIRST YEAR SAVINGS	
\$		<input type="checkbox"/> INTANGIBLE BENEFITS		\$	
11. DATE	TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE		
PART IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY(IES)					
ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE	
12. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				Typed name, title and must be dated with signature of approving authority.	
13. MAJOR COMMAND REVIEW COMMITTEE					
14. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE					
15. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD					

DA FORM 1256  
1 OCT 79

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

Figure 1. Sample of Quality Step Increase (QSI) Nomination, DA Form 1256



SAMPLE

# DEPARTMENT OF THE ARMY

JANE R. DOE

## IS OFFICIALLY COMMENDED FOR

A Quality Step Increase Award for the performance of her duties during the rating period of 15 October through 14 October 1987. Ms. Doe performed her duties in the NAME OF SECTION/BRANCH AND ORGANIZATION WHERE EMPLOYED as a JOB TITLE in an outstanding manner. She actively participated and contributed valuable assistance in the various NAME OF SECTION/BRANCH functions that resulted in completion of additional workload. She is extremely thorough and accurate on all duties and has regularly received laudatory comments by employees who appreciate her advice and assistance. Ms. Doe's performance and dedication are a credit to herself, NAME OF ORGANIZATION and Fort Sill.

\_\_\_\_\_  
(DATE SIGNED)

SAMPLE

SIGNATURE

\_\_\_\_\_  
NAME OF APPROVING OFFICIAL/DIRECTOR OF ORGANIZATION  
TITLE

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI DOE, JANE R.		2. SOCIAL SECURITY NO. 000-00-0000	3. ORGANIZATION Fort Sill, OK 73503	
4. PRESENT POSITION TITLE GRADE AND SALARY Clerk Typist, GS-322-04/05 \$15,016.00		5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in Item 4) Same		
6. TYPE OF AWARD RECOMMENDED AND JUSTIFICATION Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.				
8. HONORARY		b. MONETARY		
CERTIFICATE OF ACHIEVEMENT		DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		QUALITY INCREASE TO: \$ P.A. TO: DATES FROM: TO: 15OCT86
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE		DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD		SUSTAINED SUPERIOR PERFORMANCE List % of (4%) salary for awd TO: 14OCT87
MERITORIOUS CIVILIAN SERVICE AWARD		PRESIDENTIAL AWARD		
OTHER (Specify)				SPECIAL ACT OR SERVICE DATE
7. NOMINATING OFFICIALS				
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE	DATE
Immediate Supervisor and Title		351-0000	X	(DATE SIGNED)
Supervisor/Director and Title		351-0000	X	(DATE SIGNED)
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE				
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards) List all awards presented in last year. Information should be on employee's record card (SF7) or Official Personnel Folder (201 File). Verified by Organization.				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE				
9. <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:			10. <input type="checkbox"/> DISAPPROVED	
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify)
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$		TANGIBLE MONETARY BENEFITS \$	<input type="checkbox"/> INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
11. DATE	TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE	
PART IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY(IES)				
ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
12. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	\$601.00			Type name, title and must be dated with signature of approving authority
13. MAJOR COMMAND REVIEW COMMITTEE	SAMPLE			
14. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
15. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

DA FORM 1256  
1 OCT 75

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 2. Sample of Performance Award (PA) Nomination, DA Form 1256



SAMPLE

# DEPARTMENT OF THE ARMY

JANE R. DOE

## IS OFFICIALLY COMMENDED FOR

A Performance Award for the performance of her duties during the rating period of 15 October through 14 October 1987. Ms. Doe performed her duties in the NAME OF SECTION/BRANCH AND ORGANIZATION WHERE EMPLOYED as a JOB TITLE in an outstanding manner. She actively participated and contributed valuable assistance in the various NAME OF SECTION/BRANCH functions that resulted in completion of additional workload. She is extremely thorough and accurate on all duties and has regularly received laudatory comments by employees who appreciate her advice and assistance. Ms. Doe's performance and dedication is a credit to herself, NAME OF ORGANIZATION and Fort Sill.

(DATE SIGNED)

SA

SIGNATURE

NAME OF APPROVING OFFICIAL/DIRECTOR OF ORGANIZATION  
TITLE

LE



INCENTIVE AWARD NOMINATION AND APPROVAL					
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.					
<b>PART I - TO BE COMPLETED BY OPERATING OFFICE</b>					
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI DOE, JANE R.		2. SOCIAL SECURITY NO. 000-00-0000		3. ORGANIZATION NAME OF ORGANIZATION Fort Sill, OK 73503	
4. PRESENT POSITION TITLE GRADE AND SALARY Clerk Typist, GS-322-04/05 \$15,016.00			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in Item 4) Same		
6. TYPE OF AWARD RECOMMENDED AND JUSTIFICATION Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.					
7. NOMINATING OFFICIALS					
TYPED NAME AND TITLE		EXTENSION NO.		SIGNATURE	
Immediate Supervisor and Title		351-0000		X (DATE SIGNED)	
Supervisor/Director and Title		351-0000		X (DATE SIGNED)	
<b>PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE</b>					
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards) List all awards presented in last year. Information should be on employee's record card (SF 7) or Official Personnel Folder (201 File). Verified by Organization.					
<b>PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE</b>					
9. <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:				10. <input type="checkbox"/> DISAPPROVED	
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD	
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify)	
<b>COMPLETE FOR MONETARY AWARDS RECOMMENDED</b>					
AMOUNT RECOMMENDED \$		TANGIBLE MONETARY BENEFITS \$		ESTIMATED FIRST YEAR SAVINGS \$	
11. DATE		TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE	
<b>PART IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY(IES)</b>					
ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE	
12. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	\$1,500.00 (SA)			Type name, title and must be dated with signature of approving authority.	
13. MAJOR COMMAND REVIEW COMMITTEE					
14. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE					
15. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD					

DA FORM 1256  
1 OCT 73

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

Figure 3. Sample of Special Act (SA) Award Nomination, DA Form 1256



SAMPLE

# DEPARTMENT OF THE ARMY

JANE R. DOE

## IS OFFICIALLY COMMENDED FOR

Providing exceptionally competent and courteous help to a great number of employees needing to review and update their personnel folders in anticipation of impending reductions-in-force. It was also a service to the employees of the (SECTION/BRANCH) who were freed to accomplish other urgent work. Ms. Doe's cheerful, voluntary assistance helped employees through a difficult process while making them feel that someone cared. This specific effort is typical of the spirit of cooperation and willingness displayed by Ms. Doe which have produced expressions of appreciation from co-workers and other Fort Sill employees.

\_\_\_\_\_  
(DATE SIGNED)

SIGNATURE

\_\_\_\_\_  
NAME OF APPROVING NOMINATING OFFICIAL/DIRECTOR  
TITLE

SAMPLE

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
PART I - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI DOE, JANE R.		2. SOCIAL SECURITY NO. 000-00-0000		3. ORGANIZATION NAME OF ORGANIZATION Fort Sill, OK 73503
4. PRESENT POSITION TITLE GRADE AND SALARY Clerk Typist, GS-322-04/05 \$15,016.00			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in Item 4) Same	
6. TYPE OF AWARD RECOMMENDED AND JUSTIFICATION Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.				
a. HONORARY			b. MONETARY	
CERTIFICATE OF ACHIEVEMENT	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		QUALITY INCREASE TO: \$ P.A.	DATES FROM: TO:
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD		SUSTAINED SUPERIOR PERFORMANCE	DATES FROM: TO:
MERITORIOUS CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD		SPECIAL ACT OR SERVICE OTS	DATE 10-20-87
OTHER (Specify)				
7. NOMINATING OFFICIALS				
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE	DATE
Immediate Supervisor and Title		351-0000	X	(DATE SIGNED)
Supervisor/Director and Title		351-0000	X	(DATE SIGNED)
PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE				
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards) List all awards presented in last year. Information should be on employee's record card (SF 7) or Official Personnel Folder (201 File). Verified by Organization.				
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE				
9. <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:			10. <input type="checkbox"/> DISAPPROVED	
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify)
COMPLETE FOR MONETARY AWARDS RECOMMENDED				
AMOUNT RECOMMENDED \$		TANGIBLE MONETARY BENEFITS \$		ESTIMATED FIRST YEAR SAVINGS \$
11. DATE		TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE
PART IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY(IES)				
ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
12. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE	\$175.00 (OTS)			Type name, title and must be dated with signature of approving authority.
13. MAJOR COMMAND REVIEW COMMITTEE				
14. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
15. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

DA FORM 1256

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

Figure 4. Sample of On The Spot (OTS) Award Nomination, DA Form 1256



COMMEND

# DEPARTMENT OF THE ARMY

JANE R. DOE

## IS OFFICIALLY COMMENDED FOR

Providing exceptionally competent and courteous help to a great number of employees needing to review and update their personnel folders in anticipation of impending reductions-in-force. It was also a service to the employees of the (SECTION/BRANCH) who were freed to accomplish other urgent work. Ms. Doe's cheerful, voluntary assistance helped employees through a difficult process while making them feel that someone cared. This specific effort is typical of the spirit of cooperation and willingness displayed by Ms. Doe which have produced expressions of appreciation from co-workers and other Fort Sill employees.

(DATE SIGNED)

SAMPLE

SIGNATURE

NAME OF APPROVING NOMINATING OFFICIAL/DIRECTOR  
TITLE

INCENTIVE AWARD NOMINATION AND APPROVAL					
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.					
<b>PART I - TO BE COMPLETED BY OPERATING OFFICE</b>					
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI		2. SOCIAL SECURITY NO.		3. ORGANIZATION	
DOE, JANE R.		000-00-0000		NAME OF ORGANIZATION Fort Sill, OK 73503	
4. PRESENT POSITION TITLE GRADE AND SALARY			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in Item 4)		
Clerk Typist, GS-322-04-04/05 \$15,016.00			Same		
6. TYPE OF AWARD RECOMMENDED AND JUSTIFICATION					
Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.					
6. HONORARY MONETARY					
<input checked="" type="checkbox"/>	CERTIFICATE OF ACHIEVEMENT	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		QUALITY INCREASE	DATES
	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD		TO: \$	FROM: TO:
	MERITORIOUS CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD		SUSTAINED SUPERIOR PERFORMANCE	DATES
	OTHER (Specify)			SPECIAL ACT OR SERVICE	DATE
7. NOMINATING OFFICIALS					
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE		DATE
Immediate Supervisor and Title		351-0000	X		(DATE SIGNED)
Supervisor/Director and Title		351-0000	X		(DATE SIGNED)
<b>PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE</b>					
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards) List all awards presented in last year. Information should be on employee's record card (SF7) or Official Personnel Folder (201 File). Verified by Organization.					
<b>PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE</b>					
9. <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:				10. <input type="checkbox"/> DISAPPROVED	
	CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD
	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify)
<b>COMPLETE FOR MONETARY AWARDS RECOMMENDED</b>					
AMOUNT RECOMMENDED		TANGIBLE MONETARY BENEFITS		<input type="checkbox"/> INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS
\$		\$			\$
11. DATE	TYPED NAME OF LOCAL COMMITTEE CHAIRMAN			SIGNATURE	
<b>PART IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY(IES)</b>					
ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE	
12. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				Type name, title and must be dated with signature of approving authority	
13. MAJOR COMMAND REVIEW COMMITTEE					
14. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE					
15. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD					

DA FORM 1256  
1 OCT 75

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 5. Sample of Achievement Award Nomination, DA Form 1256



**SAMPLE**

# DEPARTMENT OF THE ARMY

## CERTIFICATE OF ACHIEVEMENT

### AWARDED TO

JANE R. DOE

Distinguishing herself as one of the finest employees at (NAME OF SECTION/BRANCH, ORGANIZATION) during her tenure as a Clerk Typist. She is hard working, intelligent, efficient and cheerful and always comports herself in a professional manner. Her willingness to change and adapt to new ideas and methods was instrumental in the successful transition to the MSS computer board appointment system. Her commitment to excellence in the performance of her duties has on numerous occasions resulted in laudatory comments from the employees served at Fort Sill, Oklahoma as well as her co-workers. She has been a most valued asset to the (NAME OF ORGANIZATION).

SIGNATURE

NAME OF APPROVING NOMINATING OFFICIAL/DIRECTOR  
TITLE

(DATE SIGNED)

**SAMPLE**

Figure 5-1. Sample of Achievement Certificate, DA Form 2442

INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
<b>PART I - TO BE COMPLETED BY OPERATING OFFICE</b>				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI DOE, JANE R.		2. SOCIAL SECURITY NO. 000-00-0000		3. ORGANIZATION NAME OF ORGANIZATION Fort Sill, OK 73503
4. PRESENT POSITION TITLE GRADE AND SALARY Supply Technician, GS-7, \$ 18,358.00		5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in Item 4) Same		
6. TYPE OF AWARD RECOMMENDED AND JUSTIFICATION Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person, and not exceeding 90 words.				
a. HONORARY b. MONETARY				
CERTIFICATE OF ACHIEVEMENT		DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		QUALITY INCREASE TO: \$ P.A. FROM: DATES
CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE		DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD		SUSTAINED SUPERIOR PERFORMANCE FROM: DATES TO: TO: DATE
MERITORIOUS CIVILIAN SERVICE AWARD		PRESIDENTIAL AWARD		SPECIAL ACT OR SERVICE DATE
X OTHER (Specify) Commander's Award for Civilian Service				
7. NOMINATING OFFICIALS				
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE	DATE
Immediate Supervisor and Title		351-0000	XX	(DATE SIGNED)
Name of Director and Title		351-0000	XX	(DATE SIGNED)
<b>PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE</b>				
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards) List all awards presented in last year. Information should be on employee's record card (SF 7) or Official Personnel Folder (201 File). Verified by Organization.				
<b>PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE</b>				
9. <input type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:				10. <input type="checkbox"/> DISAPPROVED
CERTIFICATE OF ACHIEVEMENT	CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE	MERITORIOUS CIVILIAN SERVICE AWARD
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	SPECIAL ACT OR SERVICE	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	PRESIDENTIAL AWARD	OTHER (Specify)
<b>COMPLETE FOR MONETARY AWARDS RECOMMENDED</b>				
AMOUNT RECOMMENDED \$		TANGIBLE MONETARY BENEFITS \$		ESTIMATED FIRST YEAR SAVINGS \$
11. DATE (DATE SIGNED)		TYPED NAME OF LOCAL COMMITTEE CHAIRMAN Chairman, TYPED NAME AND TITLE, INC AWDS COMM		SIGNATURE XX
<b>PART IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY(IES)</b>				
ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
12. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				Type name, title and must be dated with signature of Commanding General.
13. MAJOR COMMAND REVIEW COMMITTEE				
14. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
15. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

DA FORM 1256  
1 OCT 73

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

Figure 6. Sample of Commander's Award Nomination, DA Form 1256



**SAMPLE**

# DEPARTMENT OF THE ARMY

JANE R. DOE

## IS PRESENTED THE COMMANDER'S AWARD FOR CIVILIAN SERVICE

During the period 15 September 1986 through 25 October 1987, Ms. Doe distinguished herself by exceptionally outstanding service while assigned to the NAME OF SECTION/BRANCH AND ORGANIZATION EMPLOYED WITH, and Fort Sill, Oklahoma. Her tireless efforts and effective contributions to the supply programs of each supported unit and the installation's Supply Management System have allowed Fort Sill to establish and maintain a highly favorable image to all other associated units. Her energetic participation in and knowledge of supply management and property accountability have contributed significantly to the success of all supported units. Ms. Doe's dedication to duty reflects great credit upon herself, Fort Sill and the U. S. Army.

(DATE SIGNED)

**SAMPLE**

SIGNATURE

NAME OF COMMANDING GENERAL  
TITLE



INCENTIVE AWARD NOMINATION AND APPROVAL				
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel.				
<b>PART I - TO BE COMPLETED BY OPERATING OFFICE</b>				
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI DOE, JANE R.		2. SOCIAL SECURITY NO. 000-00-0000	3. ORGANIZATION NAME OF ORGANIZATION Fort Sill, OK 73503	
4. PRESENT POSITION TITLE GRADE AND SALARY Administrative Officer GS-09 \$22,458.00		5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in Item 4) Same		
6. TYPE OF AWARD RECOMMENDED AND JUSTIFICATION Furnish on reverse side or on an attached sheet of 8" x 10 1/2" paper a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and significance of special act or service. Include specific data required by applicable regulations for the type of award recommended. Attach a draft of a proposed citation to be included on commendation certificate written in the third person and not exceeding 90 words.				
8. <b>HONORARY</b> <b>MONETARY</b>				
a. CERTIFICATE OF ACHIEVEMENT		b. QUALITY INCREASE		DATE
c. CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE		d. DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD		FROM: TO:
X MERITORIOUS CIVILIAN SERVICE AWARD		e. SUSTAINED SUPERIOR PERFORMANCE		DATE
f. OTHER (Specify)		g. SPECIAL ACT OR SERVICE		DATE
7. <b>NOMINATING OFFICIALS</b>				
TYPED NAME AND TITLE		EXTENSION NO.	SIGNATURE	DATE
Immediate Supervisor and Title		351-0000	XX	(DATE SIGNED)
Director's Title		351-0000	XX	(DATE SIGNED)
<b>PART II - TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE</b>				
8. TYPE AND DATE OF INCENTIVE AWARDS GRANTED DURING PAST YEAR (Except Length of Service and Suggestion Awards) List all awards presented in last year. Information should be on employee's record card (SF 7) or Official Personnel Folder (201 File). Verified by Organization.				
<b>PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE</b>				
9. <input checked="" type="checkbox"/> RECOMMEND APPROVAL OF AWARDS AS FOLLOWS:			10. <input type="checkbox"/> DISAPPROVED	
a. CERTIFICATE OF ACHIEVEMENT		b. CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE	c. QUALITY INCREASE	d. SUSTAINED SUPERIOR PERFORMANCE
e. DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE		f. SPECIAL ACT OR SERVICE	g. DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD	h. MERITORIOUS CIVILIAN SERVICE AWARD
i. OTHER (Specify)		j. PRESIDENTIAL AWARD		
<b>COMPLETE FOR MONETARY AWARDS RECOMMENDED</b>				
AMOUNT RECOMMENDED		TANGIBLE MONETARY BENEFITS		ESTIMATED FIRST YEAR SAVINGS
\$		\$		\$
11. DATE		TYPED NAME OF LOCAL COMMITTEE CHAIRMAN		SIGNATURE
(DATE SIGNED)		Chairman,		XX
		TYPED NAME AND TITLE, INC AWDS COMM		
<b>PART IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY(IES)</b>				
ACTION LEVEL		APPROVED (If monetary, indicate amount)	DIS-APPROVED	SIGNATURE, TITLE AND DATE
12. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				Type name, title and must be dated with signature of Commanding General
13. MAJOR COMMAND REVIEW COMMITTEE				
14. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
15. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

DA FORM 1256

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 7. Sample of Meritorious Service Award Nomination, DA Form 1256



**SAMPLE**

**DEPARTMENT OF THE ARMY  
DECORATION FOR MERITORIOUS CIVILIAN SERVICE**

JANE R. DOE

**HAS RECEIVED OFFICIAL COMMENDATION  
FOR MERITORIOUS PERFORMANCE OF DUTY**

**CITATION:**

Ms. Jane R. Doe, Administrative Officer, NAME OF SECTION/BRANCH AND ORGANIZATION EMPLOYED WITH, Fort Sill, Oklahoma, is commended for meritorious service from 15 October 1980 to 10 November 1987. Ms. Doe was personally responsible for major accomplishments which increased the efficiency and effectiveness of resources available for support of a variety of tests of Field Artillery Systems. The respect and high regard which have been shown by higher headquarters and other test agencies were created and maintained by her involvement and leadership. Ms. Doe's outstanding performance, devotion to duty, and exemplary conduct are a credit to herself, the U. S. Army and are in the highest tradition of the Federal Service.

**SAMPLE**

SIGNATURE

NAME OF COMMANDING GENERAL

TITLE

USAFACFS Pam 672-1 12 Jan 88

BIOGRAPHICAL SKETCH

Date and Place of Birth 10 July 1938; Lawton, OK

2. Education and Degree Conferred BS in Business from Cameron University, Lawton, Oklahoma, 1958

3. Employment Record with Federal Government

	<u>FROM</u>	<u>TO</u>
Administrative Officer, GS-09	October 1980	PRESENT
Budget Analyst, GS-07	May 1974	October 1980
Budget Analyst, GS-06	December 1969	May 1974
Budget Account Clerk, GS-05	July 1965	December 1969
Budget Account Clerk, GS-04	December 1963	July 1965
Clerk Typist, GS-03	July 1960	December 1963

4 Type of appointment and grade Administrative Officer, GS-09.

Figure 7-2. Sample of Biographical Sketch

SUMMARY OF ACHIEVEMENTS

Since her arrival on 7 July 1960, Ms. Doe has continually supported the missions and goals of the (NAME OF ORGANIZATION EMPLOYED WITH). Coming from the installation's comptroller section as a budget analyst, she began budgetary operations and procedures which continue to set the standards unmatched by other TRADOC agencies. Ms. Doe is a recognized expert in management, budget, and fiscal matters. Her detailed knowledge of applicable directives enabled her to quickly and accurately interpret directives and devise efficient, effective internal operating procedures within her division and for the other operating elements of (NAME OF ORGANIZATION).

Upon her promotion to Administrative Officer, 15 October 1986 through 10 November 1987, she completely mastered administrative matters and became a reliable source for expert guidance for all members of the (NAME OF ORGANIZATION). She developed flawless procedures for the management processing of all civilian personnel matters which contributed significantly to the morale and work performance of assigned civilian staff. Security and safety programs have been of the highest caliber. A communications security equipment (COMSEC) SOP developed under Ms. Doe's supervision has been used as a model by other organizations. The administrative support provided to all elements of the (NAME OF ORGANIZATION) has been consistently accurate, timely, and, in general, far above that which is normally expected.

Administration of personnel policy, both within her own division and throughout the (NAME OF ORGANIZATION), has been in absolute accordance with Fort Sill Civilian Personnel Management Program documents and issued effective, positive, rewarding actions and adverse actions, set the example for others to emulate.

Ms. Doe is highly flexible and quickly and accurately responds in a prompt manner to ever changing requirements normally experienced in her position. Her expert grasp of management procedures and requirements enables her to function efficiently in manpower management. She has constantly remained abreast of the status of funds for approximately 25 test projects, two different instrumentation funds, and housekeeping funds. At all times, she provided division chiefs with up-to-date information and sound professional advice in cost accounting, budget management, and reprogramming actions. As a recognized expert in the fields of test budgeting and programming and personnel management, Ms. Doe enjoys the complete confidence of the Director of the (NAME OF ORGANIZATION).

Ms. Doe is a highly dedicated employee of exceptional value to the Government. She is a highly motivated, professionally qualified individual who strives to meet the very highest standards in all that she undertakes. She is fully deserving of the Meritorious Civilian Service Award.

Figure 7-3 Sample of Summary of Achievements

<b>CIVILIAN PERFORMANCE RATING</b> <small>For use of this form, see AR 690-400, Chapter 430; the proponent agency is DCSPER</small>						
<b>PART I - ADMINISTRATIVE DATA</b>						
<b>1. NAME (Last, First, MI) AND SSN</b> DOE, JANE R. SS# 000-00-0000			<b>2. NAME AND LOCATION OF EMPLOYING OFFICE</b> NAME OF SECTION/BRANCH AND ORGANIZATION Bldg # 123 Fort Sill, OK 73503			
<b>3. POSITION TITLE AND NUMBER, PAY PLAN, SERIES AND GRADE/LEVEL</b> Clerk Typist, GS 322-04 \$15573						
<b>4. PERIOD COVERED</b> FROM: 15 Oct 86 TO: 14 Oct 87	<b>5. UNDER SUPERVISION OF CURRENT SUPERVISOR</b> FROM: 1 Jul 86	<b>6. TYPE OF RATING</b> <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> PROBATIONARY		<b>7. IF PROBATIONARY, INDICATE RECOMMENDED ACTION</b> <input type="checkbox"/> RETAIN <input type="checkbox"/> REMOVE FROM POSITION (SF 52 attached)		
<b>PART II - PERFORMANCE EVALUATION</b>						
8.	JOB ELEMENT <small>a</small>	CE <small>b</small>	RATING <small>c</small>	JOB ELEMENT <small>a</small>	CE <small>b</small>	RATING <small>c</small>
	1	YES	E	SAMPLE		
	2	YES	E			
	3	YES	E			
	4	YES	E			
<b>9. ELEMENT RATING EXPLANATION</b>						
1. Preparation of travel orders for CONUS and overseas were processed in a timely manner in accordance with applicable regulations. Employee has performed duties in an exceptional manner with very little errors. Proficiency has enabled employee to absorb Fort Chaffee and RIF travel orders without additional manpower. Employee is very thorough in processing real estate claims. Work is extremely accurate and has not requested any assistance during the rating period. Employee counsels other Fort Sill employees regarding PCS entitlements and has done so with minimal complaints.						
2. Employee has completed all required documents following established guidelines with little or no error.						
3. Employee has the knowledge and skill required in processing service agreements to the degree that all ISSA's requiring update have been completed IAW established suspense dates. The Time and Attendance cards have been prepared for each pay period with little or no error. The requisition of supplies and equipment is always completed within required guidelines.						
4. Employee works extremely well with co-workers, CPO staff and customers served. Employee willingness to provide customer assistance is exceptional. She has volunteered to assist in other work areas to expedite mission work accomplishment.						
<span style="font-size: 48px; opacity: 0.5;">SAMPLE</span>						

DA FORM 5398-R, May 86

REPLACES DA FORMS 4940-1-R, 4940-2-R and 4940-3-R, OCT 80;  
 DA FORMS 4969 AND 4969-1, APR 81, WHICH ARE OBSOLETE.

COPY ☐ EMPLOYEE ☐ SUPERVISOR ☐ RECORD ☐ OTHER

Figure 8. Sample of Civilian Performance Rating, DA Form 5398-R



SAMPLE

# DEPARTMENT OF THE ARMY

JANE R. DOE

## IS OFFICIALLY COMMENDED FOR

Exceptional performance she performed during the rating period of 15 October 1986 through 14 October 1987. Ms. Doe performed her duties in the NAME OF SECTION/BRANCH AND ORGANIZATION WHERE EMPLOYED as a JOB TITLE in an outstanding manner. She actively participated and contributed valuable assistance in the various NAME OF SECTION/BRANCH functions that resulted in completion of additional workload in the areas of PCS travel orders and real estate claims. She is extremely thorough and accurate on all supply and equipment orders. Ms. Doe regularly received laudatory comments by employees who appreciate her advice and assistance. Ms. Doe's performance and dedication are a credit to herself, NAME OF ORGANIZATION and Fort Sill.

\_\_\_\_\_  
(DATE SIGNED)

SIGNATURE

\_\_\_\_\_  
NAME OF APPROVING OFFICIAL/DIRECTOR OF ORGANIZATION  
TITLE

SAMPLE

JUSTIFICATION

MS. JANE R. DOE

Ms. Jane Doe is recommended for the Commander's Award for Civilian Service for exceptionally outstanding service from 15 September 1986 through 25 October 1987. While assigned to the (NAME OF SECTION/BRANCH AND ORGANIZATION EMPLOYED WITH), she has continuously provided dedicated, loyal, and excellent service. As a member of the Logistics Assistance Instruction Team, Ms Doe has continually been called on to undertake difficult projects and has an outstanding and unblemished record of success. Her dedication to duty, unmatched initiative, and drive to excel has distinguished her as a leader in her field.

As a supply technician, Ms. Doe has the responsibility to provide assistance and instruction in supply and supply discipline policy and procedures to all units within the Fort Sill support area. Her ability to research problems and prepare knowledgeable, effective solutions and recommendations has been instrumental in the outstanding record of Fort Sill's Supply and Property Accountability Program.

In September 1986, Ms Doe was transferred to the (NAME OF SECTION/BRANCH AND ORGANIZATION) where she assumed the responsibility to provide logistics assistance to all junior and senior ROTC units within the Fort Sill area. Her professionalism, knowledge of supply procedures, long hours of dedicated duty, and continual support has enable Fort Sill to gain the reputation for providing the best support of all installations in the Third ROTC Region. Her supervisor has received numerous letters of appreciation and laudatory comments concerning her outstanding support from Commanding General, Third ROTC Region, and commanders of junior/senior ROTC units supported by Fort Sill. Her performance in this area has set an example of achievement for others to follow.

In addition to her ROTC responsibility, Ms. Doe has been called upon to present training courses for the Battery Commanders Orientation Course, the Automated Asset Accountability System, and Unit Level Officers Supply Course. She will teach the upcoming Automated Issue Document Entry/Register System. With each assignment, Ms. Doe has performed in an outstanding manner, displaying an attitude of willingness to do whatever is necessary to enhance training skills required in these complex areas.

Figure 9. Sample of Justification

CITATION

Certificates for Exceptional Performance, Quality Step Increases, and Performance Awards should be prepared in this format:

JANE DOE  
IS OFFICIALLY COMMENDED  
FOR

Exceptional Performance during the period 15 August 1986 through 14 August 1987, while assigned as a Clerk Typist, Civilian Personnel Office, Directorate of Personnel and Community Activities, Fort Sill, Oklahoma. MENTION BRIEFLY WHAT THE EMPLOYEE HAS DONE. Ms. Doe's performance and dedication are a credit to herself, Fort Sill, and the Career Federal Service.

CHECKLIST FOR PREPARING CITATION

- Is the name spelled exactly as you want it to appear on the certificate? (Example Jane Allen-Doe will be typed JANE ALLEN-DOE, J. A. Doe will be typed J. A. DOE)
- Does the first line of the citation "flow" with the certificate to be used?
- Are the dates for the service mentioned? (spell these out, please do not use 8/15/87)
- Is the organization in which the duties were performed mentioned? Directorate of , Office of the ... etc.
- Have you mentioned briefly what the employee has done? Developed a new course, updated a filing system etc. Explicate the performance mentioned for the Commander's Award and Meritorious Award.

Is the citation completed with a closing line?

Are words spelled correctly and sentences complete?

Figure 10. Sample of Citation

Contributions With Tangible Benefits	
<i>Estimated First-Year Benefits to Government</i>	<i>Amount of Award</i>
Up to \$10,000 .....	10 percent of benefits
\$10,001-\$100,000 .....	\$1,000 for the first \$10,000, plus 3 percent of benefits over \$10,000
* \$100,001 or more .....	\$3,700 for the first \$100,000 plus .5 percent of benefits over \$100,000

Quick Guide for Calculating Awards Based on Tangible Benefits									
Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award
Up to \$10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325	2,500,000	15,700
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	25,000**
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950		
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200	* Awards over \$10,000 require the approval of the Office of Personnel Management.	
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450	** Maximum award authorized by the Office of Personnel Management. A presidential Award of up to \$10,000 may be paid in addition to the \$25,000.	
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200*		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700		

Figure 11 Sample of Tangible Benefits Chart



Scale of Awards Based on Intangible Benefits

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters.  Affects a small area of science or technology.	Affects functions, mission, or personnel of several offices, facilities, or installations.  Affects an important area of science or technology.	Affects functions, mission, or personnel or an entire regional area of command. May be applicable to all of an independent agency or a large bureau.  Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.
<b>MODERATE VALUE</b> — Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public.	\$25-100 (compares w/\$250-1,000 tangible benefits)	\$100-250 (compares w/\$1,000-2,500 tangible benefits)	\$250-500	\$500-1,000
<b>SUBSTANTIAL VALUE</b> — Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.	\$100-250 (compares w/\$1,000-2,500 tangible benefits)	\$250-500 (compares w/\$2,500-5,000 tangible benefits)	\$500-1,000 (compares w/\$10,000-40,000 tangible benefits)	\$1,000-2,500
<b>HIGH VALUE</b> —Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.	\$250-500	\$500-1,000 (compares w/\$5,000-10,000 tangible benefits)	\$1,000-2,500 (compares w/\$10,000-40,000 tangible benefits)	\$2,500-5,000 (compares w/\$25,000-100,000 tangible benefits)
<b>EXCEPTIONAL VALUE</b> — Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$500-1,000	\$1,000-2,500	\$2,500-5,000 (compares w/\$50,000-200,000 tangible benefits)	\$5,000-10,000 (compares w/\$250,000-1,500,000 tangible benefits)

Figure 12. Sample of Intangible Benefits Chart

The proponent of this pamphlet is the Incentive Awards, Management Employee Relations Branch Civilian Personnel Office. They welcome your comments.

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FOR THE COMMANDER:



DENNIS RUNEY  
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